

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
No in person access available
Baraboo, WI 53913
May 27, 2020 at 7:00 PM

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Local Media

The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 592 727 613# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President David Dahlke at djdahlke@yahoo.com These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

Call to Order & Roll Call

Meeting was called to order by President Dave Dahlke at 7:00 p.m. Roll Call by President Dahlke attending was: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, and Phil Wedekind.

1. Note compliance with the Open Meeting Law. Acknowledged AC J. Rago.
2. Adoption of agenda.

Motion was made by R. Puttkamer to adopt the agenda as written. Seconded by T. Stone.
Voice vote taken. Motion passed unanimously.

3. Approval of previous minutes.

Motion was made to approve previous minutes of April 22, 2020 by T. Stieve. Seconded by R. Puttkamer. Voice vote taken. Motion passed unanimously.

Posted by: _____

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Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President David Dahlke. None to report.

Reports

- Legal Counsel Report. Nothing in addition to agenda items.
- President's Report. None to report
- Treasurer/Financial Report. Treasurer Robin Meier reported, we need to be watching cash flow as well as budget numbers. Cash is down from the previous month and we still have not seen the impact of the COVID months. Call revenue is down from previous years, so both income and cash flow will be impacted.
- HR Report. HR Director Betsy Larsen reported, we have job descriptions coming up later under New Business. I would like to let you know that the Employee Complaint Policy that was approved a while ago is being utilized. We do have a new Staff Approval Form that is currently under development. It is not ready for prime time yet, that will have to go through a process of course with the Management Team at BDAS and then the Transition Committee approval, ultimately coming to the Commission for approval. It is under development. I have been conducting exit interviews and exit questionnaires. They provide me with very good information as well.
- Interim Chief's Report attached.
- Transition Committee report will be covered under New Business.

Consent Agenda

1. Approve check details and online payments for March 29 to May 16, 2020 in the amount of \$230,184.09

R. Meier made a motion to approve check details and online payments for March 29 to May 16, 2020 in the amount of \$230,184.09. Seconded by R. Puttkamer. President Dahlke called for a voice vote. The motion passed unanimously.

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New Business

1. Election of Officers
 - a. President. President Dave Dahlke opened the floor to nominations for President of the Baraboo District Ambulance Commission. J. Petty nominated Tim Stieve for the position of President of BDAS. Nomination by R. Puttkamer for Dave Dahlke for the position of President of BDAS. Motion to close nominations by J. Petty. Seconded by R. Meier. . President Dahlke called for a roll call vote. Karl Berna voted Dave Dahlke, David Dahlke voted Dave Dahlke, Heather Kierzek voted Tim Stieve, Robin Meier voted Tim Stieve, Joel Petty voted Tim Stieve, Randy Puttkamer voted Dave Dahlke, Tim Stieve voted Tim Stieve, Tim Stone voted Dave Dahlke, Terry Turnquist voted Dave Dahlke , and Phil Wedekind voted Tim Stieve. Votes were tied at 5 and 5. Per Commission Attorney N. Marklein, Baraboo City Representatives votes are weighted. Tim Stieve elected President of BDAS Commission.
 - b. Vice-President. President Tim Stieve opened nominations to the floor for Vice President of BDAS Commission. J. Petty nominated Terry Turnquist for position of BDAS Commission Vice President. President Stieve called for further nominations for the position. Motion to close nominations by J. Petty. Seconded by Dave Dahlke. President Stieve called for a voice vote as the nomination of Terry Turnquist was unopposed. Voice vote was unanimous for Terry Turnquist as Vice President of BDAS Commission.
 - c. Secretary. President Tim Stieve opened nominations to the floor for Secretary of BDAS Commission. D. Dahlke nominated Heather Kierzek for position of BDAS Commission Secretary. President Stieve called for further nominations for the position. Motion to close nominations by J. Petty. Seconded by R. Puttkamer. President Stieve called for a voice vote as the nomination of Heather Kierzek was unopposed. Voice vote was unanimous for Heather Kierzek as Secretary of BDAS Commission.
 - d. Treasurer. President Tim Stieve opened nominations to the floor for Treasurer of BDAS Commission. J. Petty nominated Robin Meier for position of BDAS Commission Treasurer. President Stieve called for further nominations for the position. Motion to close nominations by J. Petty. Seconded by P. Wedekind. President Stieve called for a voice vote as the nomination of Robin Meier was unopposed. Voice vote was unanimous for Robin Meier as Treasurer of BDAS Commission.

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2. Finance Committee Appointees by the President. President Tim Stieve appointed J. Petty, R. Meier, and R. Puttkamer to the Finance Committee. T. Turnquist made a motion to confirm the appointments made by President Stieve. Seconded by K. Berna. Motion passed unanimously by voice vote.
3. Discussion and possible action to appoint Personnel Committee by the President (Stand alone or part of Finance Committee). D. Dahlke opposed to having the Finance and Personnel as having the same members. J. Petty stated that he serves on the Joint Finance/Personnel committee and that the decisions made many times have a financial component so believes that BDAS should have a joint Finance/Personnel Committee. Can also bring issues to the full Commission if needed. R. Meier commented that once BDAS gets through the transition the Personnel Committee would be meeting infrequently. A stand alone committee is always an option for the future. Motion was made by J. Petty to currently leave the status quo in regard to the Finance/Personnel Committee being a joint Committee until the BDAS Bylaws can be amended. Seconded by R. Meier. No further discussion. . President Stieve called for a voice vote on the motion. 9 ayes 1 nay Motion passes.
4. Discussion and possible action regarding remaining legal fees for Pardeeville District Ambulance Service. Report by Commission Attorney N. Marklein recommended that the Commission wave legal fees since Pardeeville had made a payment and had noticed us by letter. Motion by R. Meier to waive legal fees for Pardeeville. Second by T. Turnquist. Voice vote called for by President Stieve. Motion passed unanimously.
5. Discussion and possible action regarding final bids for: Report by Troy on 2nd auction. Neither reached the reserve bid.
Troy recommended we take the highest bid for each the vehicles.
 - a. Jeep – High Bid \$2,711.00
 - b. Durango – High Bid \$4,075.00Motion was made by P. Wedekind to except the highest bid for each vehicle. Seconded by D. Dahlke. Voice vote called for by President Stieve. Motion passed unanimously.
6. Transition Committee Recommendations.
 - a. Discussion and possible action to approve Job Descriptions for Chief, Deputy Chief, Finance Director and Human Resources Director. Report from T. Turnquist. He requested HR Director B. Larsen to explain the differences in proposed job descriptions

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for the Chief/Director and Deputy Chief positions, Chief/Director and Deputy Chief both to have residency requirement. Deputy Chief has language in regard to training supervision. Commission Attorney N. Marklein suggested that adding language to the HR Director and Financial Director positions to have that they both report to the Commission. This to be confirmed in the BDAS Bylaws when amended.

Motion was made by R. Meier to approve and adopt all 4 Job Descriptions with the Management Team (Chief/Director, HR Director, and Financial Director) reporting directly to the BDAS Commission until the BDAS Bylaws are amended. Seconded by T. Turnquist. Voice vote called for by President Stieve. Motion passed unanimously.

- b. Discussion and possible action on use of vacant space in old City Hall.
General discussion by Commission. Report by T. Turnquist that the Transition Committee would like to continue to talk with the City in regard to space available in the old City Hall and the space needed by BDAS which could generate savings to BDAS. T. Turnquist added as long as it does not tie BDAS into a new building at this time. J. Petty commented that he agrees with Terry, that the Commission would want to explore any options especially if involves savings in costs for BDAS and the Commission. J. Petty agrees with Terry that this is a work in progress. J. Petty thinks the Commission is not a position to make in formal decisions at this time. R. Meier commented that a cost analysis should be done as this also ties in with the next item and get an idea of the value of the administration building. T. Snow was asked his ideas, he agrees that we need to go down the road of exploring the options. No action taken at this time.
- c. Discussion and possible action to obtain appraisal of BDAS Administration House.
T. Turnquist reported that getting an appraisal on the value of the Administration building should be explored. T. Stone commented that it would require a commercial appraiser. This would be difficult because there are none locally. Commission Attorney N. Marklein asked how long are appraisals good for? T. Snow asked T. Stone if a zoning change would be necessary? T. Stone says since the Commission is only in the discussion phase. Get an estimate of what an appraisal would be, or ask a Realtor what his opinion would be for a selling price. The commission could start with the City's estimate of the buildings worth through the City's assessment. General discussion on zoning and appraisal. Cost analysis was discussed. No action taken. T. Snow directed to get an appraisal estimate.
- d. Discussion and possible action to remove Training Center Coordinator and IT/Logistics Coordinator job titles. Report by T. Turnquist since the jobs no longer exist they

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Transition Committee recommends eliminating the positions to clean things up, as they are no longer on the Organization Chart. Motion made by D. Dahlke to remove Training Center Coordinator and IT/Logistics Coordinator job titles. Seconded by R. Meier. Voice vote called for by President Stieve. Motion passed unanimously.

- e. Discussion and possible action regarding billing services for Camp Douglas.
T. Snow reported that we are still billing for Camp Douglas until the end of May. Letter was sent to Camp Douglas to terminate by T. Snow by April 13, 2020. Commission Attorney N. Markien reported that the letter was done with the idea that we have an end date. General discussion on our obligations to finish the contract. N. Marklien commented that Troy can certainly reach out to them June 13, 2020 is the ending date. General discussion on not extending to do more billing. Troy is to work with them to get a mutual agreement. Just follow up after June 1, 2020. Letter stands. No action taken.
 - f. Discussion and possible action regarding agreement with Medapoint Billing Software.
T. Snow reported that the Transition Committee's recommendation to not renew the Medapoint Billing Software Contract. End date is in December of 2020. Proper notice needs to be given. Will have access to Medapoint software for reports but not for billing for 7 years. Commission Attorney N. Markien asked Troy to confirm that 7 years as it is not reflected in the current contract. Motion was made by D. Dahlke to give notice to Medapoint that BDAS will be terminating the contract. Seconded by P. Wedekind. Voice vote called for by President Stieve. Motion passed unanimously.
7. Discussion possible action regarding amendment to Image Trend Agreement. Troy reports that the current Imagetrend is the patent care reporting software used by the crews for WARDS. The State has built in data points that must be entered on all reports. The cost is currently \$800.00 per year. Currently there are data points that we cannot chose to be mandatory that are important to running the Service both operationally and financially. What the amendment allows is for BDAS to set its own data points that are crucial to us and still get the State the information that they require. J. Rago commented that there are other

areas that would be opened up by this amendment, such as training, quality improvement and quality assurance. T. Snow stated there are 2 costs to the amendment set up of \$500.00 and a new annual fee of \$1,500.00. The \$1,500 will be prorated for the balance of this year. R. Meier pointed out that this is actually a more that yearlong agreement and might be better brought to a members meeting. Troy requested that he and Nicole work with Imagetrend to address concerns and just approve to the end of this year so that we can move

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forward. Motion was made by D. Dalhke to authorize the execution of the agreement pending approval of Counsel of the authorization provision, and also authorize Troy to execute the agreement on behalf of the Service until the end of the year. Troy is to advise them of the reason we are not extending beyond this year until further deliberation of the Commission. Seconded by P. Wedekind. Voice vote called for by President Stieve. Motion passed unanimously.

8. Discussion and possible action regarding amended 2020 BDAS Budget. Report by T. Snow that he and R. Meier met to review all line items of budget. Input was given by staff on their line item areas. Almost every line has a decrease in amounts only a few show an increase. The budget is still balanced at the end of this year. Comment was made by R. Meier on the uncollectable accounts are at 66% right now. This amount is higher than we normally look at. Usually the amount is about 53%. We will have a lot of right offs from 2018 and 2019. Even though we are proposing a balanced budget for the year after those right offs we are going to be in the red. May have to look at line items again if any go over the \$3,000.00 dollar amount, these require Commission approval. Motion was made by T. Turnquist to bring the Proposed Budget Amendments of the BDAS Budget to a Members Meeting to be scheduled next month. Second by J. Petty. Voice vote called for by President Stieve. Motion passed unanimously.
9. Approve next Meeting of the Members for June 24.
Motion was made by P. Wedekind to approve a Meeting of the Members on June 24, 2020. Immediately following the Commission Meeting.
Seconded by T. Turnquist. Voice vote called for by President Stieve.
Motion passed unanimously.

Commissioner Comments & Future Agenda Items

Apology for technical difficulties by J. Rago.

Adjournment

Motion was made by R. Meier to adjourn. Seconded by J. Petty.
Voice vote called for by President Stieve. Motion passed unanimously.

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